

**SPECIAL AGREEMENT
BETWEEN
OPM-INVESTIGATIONS SERVICE (OPM-IS)
AND
THE U.S. DEPARTMENT OF AGRICULTURE (USDA)**

OPM-IS agrees to conduct reimbursable Special Agreement Checks (SACs) on Federal competitive and excepted service employees, applicants for federal employment, consultants, and contractor personnel, for the USDA.

The USDA will request these check(s) using the attached OFI Form 86C, Special Agreement Checks (SAC) form, completing items 1-14. The USDA will complete the OFI-86C, not the subject. The USDA will indicate the check(s) desired by entering one or more codes (B, E, I, and/or N) in block "7" of the form. The checks represented by these codes and the current price for each are as follows:

<u>CODE</u>	<u>TYPE</u>	<u>COST</u>
B	FBIF - FBI Fingerprint Classification PLUS FBFN - FBI Identification Files Name check (If requested, a FD 258 Fingerprint chart must be included)	\$16 Exempt N/C
E	CRED – Credit Check	\$10
I	INS - Immigration and Naturalization Service Master Index	\$ 6
N	BVS – Bureau of Vital Statistics	\$15

(The USDA may duplicate the OFI Form 86C and preprint items 1 through 14 and any combination of the above codes on the OFI Form 86C.)

All SAC's include an OPM processing fee of \$7.

USDA agrees to obtain and maintain in its files a signed credit release from each subject of a check under the Fair Credit Reporting Act (15 U.S.C. § 1681, et seq.).

Those requests that involve FBI Fingerprint (FP) checks must have a properly completed FP chart (FD 258 for contractors or SF 87 for Federal employees) attached to the OFI Form 86C. USDA agrees to obtain and maintain in its files a signed release from each subject of a check under this agreement. USDA can use the "Authorization For Release of Information" from a current Standard Form 85, or their own release.

Only one fingerprint card (SF 87 or FD 258) should be submitted for each SAC. SAC's which are done on positions exempt from the FBI User Fee, must be batched separately and sent to FIPC with a cover sheet identifying the exemption. If there are AKA's that do not fit in the "Aliases AKA" box on the fingerprint chart, USDA must staple a list of other AKA's to one of the upper corners of the chart in a way that least interferes with the data on the card.

Those SAC requests involving an Immigration and Naturalization Service (INS) check must include the information shown in the space provided under number 13 of the OFI Form 86C.

Those SACs being sent via the U.S. Postal Service must be addressed as follows:

**SAC
OPM-FIPC
P.O. Box 618
Boyers, PA 16018-0618**

Those SACs being sent via other mail service (Federal Express, et al) must be addressed as follows:

**SAC
OPM-FIPC
1137 Branchton Road
Boyers, PA 16018**

Each SAC will be recorded and maintained in OPM's SII. Summary information concerning OPM's SII will be shown on the Case Closing Transmittal (CCT). Copies of previous OPM files may be obtained through a separate OPM file release request from the USDA SOI

OPM-IS will send the results of each SAC to the SOI shown in block 11 of the OFI Form 86C requesting the case. All SACs under this agreement will be specifically addressed to OPM-FIPC. For fingerprint checks the CCT will show one of the following results:

Classifiable/No Record:	CCT only
Classifiable/Record:	CCT and Arrest Record
Unclassifiable:	CCT and No Record By Name

OPM will not microfilm arrest records furnished to USDA. The FBI Arrest Record number will be stored in OPM's database for case in future retrieval.

Subsequent requests for an investigation submitted by USDA within **120** days of the classifiable fingerprint results must include the OPM-IS notification of results (No Record CCT's or CCT and Arrest Record). Submissions with an original unclassifiable result must include the results of a second unclassifiable result or another fingerprint chart for a search to meet OPM-IS standards.

SAC costs and fees are subject to periodic operation cost changes as warranted. OPM will advise the USDA of any rate changes as soon as possible. OPM will bill the USDA OPAC-ALC number shown in block 11 of the OFI Form 86C at the time of scheduling.

The USDA agrees to notify affected individuals the USDA is conducting these SACs as part of its screening process. The USDA also agrees to provide affected individuals the required due process in cases where the checks contain information the USDA may use to eliminate the individual from further consideration or continued employment.

OPM will monitor this agreement as part of its Security/Suitability Appraisal process. The USDA should follow the guidance found in the 5 Code of Federal Regulations (CFR) 731, 732, and 736.

This agreement will be automatically renewed on the first day of October of each calendar year, unless either agency provides at least 90 days notice of intent to amend or cancel this agreement.

(s) _____
Clifford E. Oliver
Director, Office of Crisis, Planning,
& Management
U.S. Department of Agriculture
Date _____

(s) _____
John H. Crandell
Chief, Oversight and Technical Assistance Division
Investigations Service
U.S. Office of Personnel Management
Date _____